

CERTIFICATION OF WORK

(To be completed by the Contractor and saved in the Contractor's CMMS)

FACID/Building: Gaithersburg MD013 Date of Visit: 9/5/19

Contractor Personnel on Site:

1. Patrick Donovan

2. _____

Work Performed:

Preventive Maintenance - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

1. 10287, 10301, 10327, 10565, 10258, 10302, 10328, 10566
Mini Splits, Grease Trap, Pumps, Radiators, Unit Heaters, Condensing Units, Vehicle Exhaust

Service Calls – Service Call Number and Description

1. CSS# _____

2. CSS# _____

3. CSS# _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Donovan Date: 9/5/19

Signed: Patrick Donovan

To be signed by Facility Manager:

By signing the Certification of Work, the said government representative signature does not constitute acceptance of any work performed by the contractor, it only acknowledges that the contractor was on-site during the identified timeline:

Print Name/Rank: TARA STLAURENT Date: 05 Sep 19

Signed: Tara St Laurent

E-Mail: Tara.f.StLaurent.civ@mail.mil

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
GREASE TRAP

SITE AND BLDG #: Gaithersburg MD 20878 **MECHANIC SIGNATURE:** F. B. Stuck **DATE:** 9/1/19
LOCATION/RM #: Exterior Bldg #1 WO# 10301 **ASSET #** 1529 **START TIME:** 2:50 **FINISH TIME:** 3:10

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered.	✓		
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
3	Ensure proper grease disposal.	✓		
1	Do not use enzymes, acids, caustics, solvents or emulsifying products when cleaning or maintaining the grease traps.	✓		Done
2	Remove lid. If the trap is equipped with removable baffles, remove them.	✓		No Baffles
3	Make sure the flow restrictor on the inflow pipe is present.	✓		Done
4	If damaged, missing parts, or cleaning is required, report them as needed to ensure proper working operation.	✓		Done
5	Replace lid and baffles.	✓		Done
6	Return (or fill) water to grease trap	✓		Water in trap after working kitchen
7	Record grease trap maintenance activities on your log or request a receipt from your grease hauler. Keep records for 3 years.	✓		Working kitchen grease trap clean

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: General Maintenance Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: GranThersburg 14D013LOCATION/RM #: Mech Room WO# 10301 ASSET # 1642 A+BMECHANIC
SIGNATURE: DATE: 9/3/19START TIME: 1:10 FINISH TIME: 1:30

ITEM	DESCRIPTION	NOTES
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	<input checked="" type="checkbox"/>
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<input checked="" type="checkbox"/>
3	It is generally not a good idea to tamper with pumps using mechanical seals if they are otherwise performing properly. Since mechanical seals can cost as much as the pump, it is usually not cost effective to risk damaging the seal by performing an annual internal inspection of the pump.	<input checked="" type="checkbox"/>
1	lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.	<input checked="" type="checkbox"/> <u>1/4</u> Sealed pumps
2	Inspect couplings and check for any pump seal leaks.	<input checked="" type="checkbox"/> <u>all good</u> No leaks visible
3	Check motor mounts and vibration pads	<input checked="" type="checkbox"/> <u>1/4</u> Small inline pumps
4	Tighten all pump flanges.	<input checked="" type="checkbox"/> <u>done</u>
5	Visually check pump alignment and coupling	<input checked="" type="checkbox"/> <u>inline pumps. all good</u>
6	Inspect electrical connections	<input checked="" type="checkbox"/> <u>all good</u>

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To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
RADIANT BASEBOARDS/CONVECTORS (STEAM, HOT WATER, OR ELECTRIC)

SITE AND BLDG #: Gaithersburg MD 20878**LOCATION/RM #:** Brickell **WO#** 10301 **ASSET #** See notes**MECHANIC
SIGNATURE:** John St. Peter**DATE:** 9/2/19**START TIME:** 9:00 **FINISH TIME:** 12:20

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	✓		
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
3	Check radiator valve for free turning and sealing. Check packing.	✓		<i>done/good</i>
4	Remove covers or wall panels. Note: Extreme care must be taken when removing marble or granite wall panels. These panels are extremely heavy and very fragile.	✓		<i>done</i>
5	Check housing, supports, hangers, and hardware for signs of deterioration or damage.	✓		<i>all good</i>
6	Check temperature or flow controls, shutoff valves, vents and traps for proper operation.	✓		<i>all good</i>
7	If radiator has automatic temperature regulating valve, remove valve cover and remove dirt by vacuuming.	✓		<i>done</i>
8	For hot water radiators, check air bleed valve.	✓		<i>done/good</i>
9	Wire brush and treat with rust inhibitor all rusted areas.	✓		<i>done/good</i>
10	Check coils, piping, and fin material for damage, leaks or looseness. Straighten finned material as necessary.	✓		<i>no leaks visible</i>
	Clean and replace covers or wall panels and caulk wall panels as required. Clean work area.	✓		<i>done</i>

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To be performed by: General Maintenance Worker

Additional Notes:

*Asset #'s 1992 ✓
1993 ✓
1994 ✓*

*Asset #'s 1995 ✓
1996 ✓*